

November 23, 1999

TO: Members of the MAG Population Technical Advisory Committee

FROM: George Pettit, Gilbert, Chairman

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Thursday, December 2, 1999 - 10:00 a.m.
MAG Office, Suite 200, Saguaro Room
302 North 1st Avenue, Phoenix

A meeting of the MAG Population Technical Advisory Committee (POPTAC) will be held at the time and place noted above. Most of the meeting will be devoted to a discussion of Census 2000 issues with input from a representative from the Denver Regional Office of the Census Bureau.

Please park in the garage under the Arizona Bank Building (formerly Norwest Bank Building) in an unreserved space. Bring your ticket to the meeting and parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.

Please be advised that under procedures approved by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum to conduct business. A quorum is a simple majority of the membership, or 11 people for the MAG POPTAC. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you. If you have any questions or need additional information, please contact Harry Wolfe at (602) 254-6300.

TENTATIVE AGENDA

	<u>COMMITTEE ACTION REQUESTED</u>
1. <u>Call to Order</u>	
2. <u>Call to the Audience</u> Persons wishing to address the MAG POPTAC will be provided an opportunity to comment.	2. For information.
3. <u>Approval of Minutes of November 2, 1999</u>	3. Review and approve meeting minutes of November 2, 1999.

4. Address Update Programs

MAG member agencies have been awaiting the arrival of final address lists from the Census Bureau. The Census Bureau indicated that the Update Leave files would be available in October, but to date the files have not been distributed and no information is currently available as to when they will be received. From the date of receipt of both the address file and accompanying maps, MAG member agencies will have 30 days to file an appeal to the federal government if there is a disagreement with the Census Bureau's final address file. The appeal will need to be accompanied by evidence in support of any missing units including the specific address of the unit and the block within which it is located. A representative of the Census Bureau in Denver will be requested to provide an explanation of the program and respond to questions from the MAG POPTAC.

5. Local Update of Census Addresses for Special Places

The week of November 15, 1999, the Census Bureau sent a letter to the highest elected official of cities and towns inviting them to participate in the Local update of Census Addresses for Special Places. (Known as the LUCA Special Place program) The letter is also being sent to the Census liaison of the jurisdiction. A special place includes group quarters such as dormitories, military barracks, nursing homes, prisons, migrant worker camps and homeless shelters. Participation in the program will allow member agencies to review the addresses of the Special Places and provide information on any additional Special Places. Jurisdictions that register for the program will receive an address file at a later date. A representative of the Bureau of the Census will be requested to discuss the process for local jurisdictions submitting comments on the Special Places and how and when the Bureau will incorporate those comments into the address file.

4. For information and discussion.

5. For information and discussion.

6. New Construction Program

All MAG member agencies within the mailout/mailback area have sent in their registration to participate in the New Construction Program. Participants will have an opportunity to submit the addresses and census block numbers for new housing units constructed up to April 1, 2000. A representative of the Census Bureau will discuss the process for the new construction program.

While only those member agencies that fall within the mailout/mailback area are eligible to participate in this program, communities in the Update/Leave area have been exploring methods for providing the local census offices with information on new construction. A method to provide the Census Bureau with new units constructed in the Update/Leave area will be discussed.

7. Boundary and Annexation Survey

The Bureau of the Census staff have indicated that they will be distributing the Boundary and Annexation Survey by December 15, 1999. Feature updates are encouraged and address information is also requested. This will be the last opportunity for local governments to provide the Bureau of the Census with updated boundaries prior to Census 2000. In order to be incorporated into Census 2000, new annexations are required to be completed by December 31, 1999 and reported to the Census Bureau in 2000. A representative of the Census Bureau from the Denver Regional Office will be requested to review the process for the Boundary and Annexation Survey and will respond to questions from the MAG POPTAC.

8. Statistical Areas Program

The Census Bureau has indicated that maps reflecting recommended changes in Census Tracts and Block Groups will be forwarded to

6. For information and discussion.

7. For information and discussion.

8. For information and discussion.

Maricopa County sometime in January. A representative of the Census Bureau will be requested to discuss the schedule for member agencies supplying any necessary corrections to the file, what the Bureau will be doing to incorporate the changes and the timing of the changes.

9. Appointment of State Director, Census 2000

Ms. Delia Garcia Kim has been appointed State Director, Census 2000 to facilitate local government efforts in promoting and preparing for the Census. Ms. Garcia Kim will discuss the role of the State in Census 2000 and possible state funding in support of local census activities. Input from the MAG POPTAC will be solicited.

10. Census Data Capture Center and Other Census Programs

Representatives of the Census Bureau will provide the latest information on the role and function of the Data Capture Center, which opened on November 9, 1999 at the Maryvale Mall. An opportunity will be provided for members of the MAG POPTAC to take a tour of the facility in mid-December. Input on a date for such a tour will be solicited. Other program updates will be provided as needed and MAG staff will provide an overview of the Census process from December through the Census count and the distribution of Census data. Input from the Denver Regional Office of the Census Bureau will also be solicited.

11. MAG Database Enhancement Project

On December 8, 1999 the MAG Regional Council will consider the Management Committee recommendation of the consultants to undertake the MAG Database Enhancement Project. A status report will be provided.

9. For information and discussion.

10. For information and discussion.

11. For information and discussion.